ENGL-2311
Technical Communication (Online)
FALL 2018

Instructor: Rob Knight
Office: Building 3—Reese Room 316H
Message: Use Blackboard Message tool
Telephone: (806) 716-4889
Office Hours   Tues. & Wed. 6:00-6:45 PM

Course Description

Students will be instructed in the design and preparation of technical writing projects appropriate to the world of work, including resumes, letters, proposals, reports, instructions, brochures, and oral presentations. They will be encouraged to consider the audience of each of their technical communication assignments, paying particular attention to design, style, and tone as they deliver accurate and thorough results that are thoughtfully prepared for their readers.

Prerequisites

Prerequisite: Successful completion of English 1301 and English 1302. This course includes preparation of written reports in scientific and technical fields. Any student who does not have the prerequisites should contact the professor immediately.

Instructional Objectives

By the end of the course, students should be able to do the following:

- To know the requirements of good style and organization in technical communication
- To understand the standards of visual elements in technical communication
- To write various types of technical reports
- To understand the basic types of graphic aids and to incorporate such graphic aids in written and oral reports
- To realize the importance of personal responsibility in preparing documents and meeting deadlines
- To understand and deal with the ethical issues of technical communication

Textbook and Supplies

A textbook is not required for this course. The instructor will provide students with information as necessary.

Software Requirements

You are required to have access to the following technologies:

- High-speed Internet connection
- Web browser
- Blackboard account
- **A word processing program and a presentation software program (papers will only be accepted in .doc or .docx format, except for the presentation assignment, which will be submitted as a .ppt , .pptx or prezi file)**

Communication

The best way to reach me is through the Blackboard Message tool. I am only in my office at Reese 2 nights per week.

Attendance Policy

Online students are required to log in to Blackboard **frequently**, with no more than 72 hours (3 days) in between log-ins. Students who fail to meet this requirement will be dropped from the course with an X.

Grading Policy

Final grades will be assigned based on the following percentages:

Module Assignments	80%
Discussions	20%

Reading Assignments and Video Lectures

Mandatory, assigned reading is required for this course; you may also be required to watch recorded video lectures. Reading and video lecture assignments can be found on the module pages in Blackboard.

Module Assignments

You will be required to submit Module Assignments for this course, the details of which are found in the Course Module folders. Grades for these projects will be averaged together and will make up 80% of your final grade.

Some assignments will have two parts: a rough draft (10%) and final draft (90%). Due dates for each are on the course calendar.

Please be advised that I do not accept late work for any reason.

Discussions

Collaboration and communication are essential to success in both the academic and professional setting. To practice these skills and further our knowledge of the subjects we cover in this course, each student will be required to participate in weekly discussions.

There **may** be one or two parts to each module discussion assignment. The first is an **initial post**, and the second part may include **responses** to your peers. A 10 point deduction will be applied to initial posts not posted by the first deadline, and no response posts will be counted for credit after the second deadline. Averaged together, the discussion posts will be worth 20% of your final grade.

Due Dates

Due dates are posted on the course calendar, and are firm. **Most due dates are Monday or Thursday at 11:59 PM.** I do not grant extensions or allow late work for any reason. Work submitted after the due date will not be evaluated and will receive a grade of 0.

Assignment Submission

I cannot accept any assignment via email, for any reason. All files must be submitted via the Assignment tool in the Blackboard modules.

Academic Integrity

It is the aim of the faculty at South Plains College to foster a spirit of complete honesty and a high standard of integrity. The attempt of any student to present as his or her own any work which he or she has not honestly performed is regarded by the faculty and administration as a most serious offense and renders the offender liable to serious consequences and possible suspension. Please refer to the SPC General Catalog regarding consequences for cheating and plagiarism.

Do not, under any circumstances, turn in another student's work as your own. Do not, under any circumstances, give your work to anyone else to turn in as their own. Do not copy and paste from the Internet. All of these situations are representative of academic dishonesty and will be treated as such.

I have zero tolerance for cheaters. If I suspect you of cheating, I will drop you without discussion. Please trust me when I say I have ways of determining whether or not you've cheated that you can't get around, as smart as you are.

Disclaimer

Because we will use Blackboard to conduct a portion of this class, please note that the materials you may be accessing in chat rooms, bulletin boards or unofficial web pages are not officially sponsored by South Plains College. The United States Constitution rights of free speech apply to all members of our community regardless of the medium used. We disclaim all liability for data, information or opinions expressed in these forums.

Diversity Statement

In this course, the teacher will establish and support an environment that values and nurtures individual and group differences and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world, and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should be and can be.

Special Services

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Special Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of

his/her disability to the Special Services Coordinator. For more information, call or visit the Special Services Office in the Student Services Building, 806-894-9611, extension 2529.

Student Code of Conduct

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning**. Student conduct which disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.**

Final Thoughts

* Have a backup plan in place from day one in case your technology fails.
* Do not wait until the last minute to submit an assignment. If no one is available to help you, you will still not be able to submit the assignment late.
* After submitting an assignment, return to the assignment submission before the due date and make sure it has been submitted properly. If it has not been submitted properly, resubmit it.
* Blackboard support hours are Monday through Friday, 8:00 a.m.- 4:00 p.m. Student support is available by e-mailing blackboard@southplainscollege.edu or calling (806) 716-2180. When e-mailing a request for help, include your full name, course enrolled, name of instructor and a phone number where you can be reached.